

Retention and Classification Report

Agency: Farmington (Utah) (371)

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Records Officer Holly Gadd

11863	Council business packet files
11860	Council minutes

AGENCY: Farmington (Utah)

SERIES: 11863

3

TITLE: Council business packet files

DATES: 1984-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain copies of documents that council received as exhibits for regular or special city council meetings. They include copies of agenda, copies of ordinances and resolutions, special reports, maps and plans, policies drafts, and related correspondence. These files are also known as Council Exhibit Files and Council Agenda Files.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 05/22/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Farmington (Utah)

SERIES: 11863

TITLE: Council business packet files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Farmington (Utah)

SERIES: 11860

3

TITLE: Council minutes

DATES: 1906-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule 0, Item 0.

AUTHORIZED: 02/25/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Farmington (Utah)

SERIES: 11860

TITLE: Council minutes

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public